



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DMV ADMINISTRATOR	43	A	11.400

Under general direction of the deputy director, DMV Administrators plan, organize, direct and control statewide programs and operations of a major organizational division of the Department of Motor Vehicles (DMV) such as Compliance Enforcement, Field Services, Central Services or Management Programs and Services; serve as a member of the department's management team.

Collaborate with other administrators to establish program goals, objectives, priorities and necessary funding; propose and participate in the development of legislative and regulatory initiatives; formulate and propose suggested revisions and improvements in programs, services and products; resolve problems where existing statutes, policies and precedents are not directly applicable.

Plan, organize, coordinate and manage services, operations and programs of a major department division; develop and implement programs; establish outcome measures, policies and procedures; identify areas for potential improvement and communicate with subordinate staff regarding program enhancements; establish and implement long and short-range goals and objectives.

Evaluate organizational performance in meeting program and operational objectives; identify and direct various units in taking necessary steps toward continuously improved services and products for the public; provide narrative, statistical and oral reports on program and operational progress to the director, State legislators, and other State departments; evaluate effectiveness of programs in relation to established outcome measures.

Serve on special agency, interagency, regional, State and national committees impacting the operation and coordination of critical programs and activities; identify and evaluate alternative courses of actions based on analysis of current and projected data; provide input to facilitate reaching the best possible conclusions and consensus with all units, agencies and other entities involved.

Direct the work of managerial, supervisory, professional, technical and support staff; supervise and evaluate the performance of subordinate supervisors and other personnel as assigned; interview, select and hire personnel; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints.

Ensure compliance with a variety of local, State and federal laws, regulations and requirements; evaluate the impact of proposed legislation; formulate and implement policies, procedures and regulations in response to new statutory requirements; ensure the preparation and maintenance of mandated records and reports.

Coordinate resources and activities with other DMV administrators; collaborate with internal and external sources to promote agency goals and objectives, streamline processes, improve service, enhance operational effectiveness, and determine cost-effective alternatives.

Participate in developing the agency overall budget plan; develop and monitor budgets for all assigned programs and areas of responsibility; define financial requirements, equipment needs, schedules and support required; prepare budget recommendations and justifications as needed; and present budgets and testimony before the legislature as required.

Represent the department at public meetings and hearings and make presentations concerning agency activities and services; provide information to gain support for agency goals and objectives; participate in public seminars and agency training programs.

Perform related duties as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business or public administration or a field relevant to the specific assignment and five years of increasingly responsible professional experience, two years of which were at the managerial level and included a combination of: program development, evaluation and revision; fiscal analysis; budget preparation and maintenance; review and development of policies and procedures; research, analysis and development of solutions and recommendations; and supervisory responsibility; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: source materials and guidelines used to resolve problems and issues not covered by precedent. **Working knowledge of:** functions and applicable regulatory requirements in the appropriate programs; public administration principles, theories, techniques and trends including financial management, employee relations, data processing and technology systems; legislative processes related to preparing bill drafts and testimony; strategic and budgetary planning processes. **Ability to:** lead and participate in special projects; conduct research, analyze data, draw conclusions and develop solutions and recommendations; communicate effectively in writing sufficiently to prepare comprehensive reports, proposals, recommendations and bill drafts; develop and evaluate programs; train, supervise and evaluate the performance of subordinate supervisors and other assigned personnel; establish program objectives and performance goals; represent the department within and outside the agency; make oral presentations to groups of various size to gain support for agency program goals; establish and maintain cooperative working relationships with others; plan, organize, coordinate and integrate the work activities of diverse staff; analyze organizational and operational problems and develop timely and economical solutions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: assigned DMV programs and relevant statutes, regulations, policies and procedures; continuous improvement concepts; project management and evaluation methods; strategic and budgetary planning processes. **Working knowledge of:** principles of training and supervision; conceptual understanding of computer capabilities and applications in relation to assigned programs, national networks, data links and information exchanges with other jurisdictions. **Ability to:** facilitate cross-functional teams, planning sessions, employee meetings and management team meetings to elicit information, build consensus, resolve problems and develop appropriate courses of action; establish project parameters and ensure timely project completion.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.400

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